Adding Attractive Assets in myAssets

Attractive assets can be loaded into myAssets in one of two ways:

1. **Individually**—This is done by logging into myAssets, going to the Requests on the left-hand side and clicking on New Asset. You can then click the blue Add Attractive Property button on the right-hand side where you will be required to fill in a variety of information on the asset before you can click the Add button at the bottom of the page. Please note that for several fields you must select from the drop-down menu that appears once you start typing. These fields include Dept ID and Building.

2. **Attractive Asset Upload Tool**—This tool allows the user to upload more than one attractive asset at time. To access this tool, log into myAssets and go to the Tools on the left-hand side and click on Upload Attr Assets. Once on this page, you can follow the onscreen directions. Please note that fields with an * are required fields and for all items that are now part of the Required Attractive Certification (RAC), a user will also be required. Any field that is in blue font on this page has a pop-up window that provides additional information when you click on it.

Additional Help

For further assistance, please call Asset Management Services at 352-392-2556, or visit the UF Asset Management website.